



# JOB OPPORTUNITY

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**Announcement Number:** 06-446  
**Position Title:** **Lead Librarian (Automation)**  
**Series and Grade:** PG-1410-13  
**Salary Range:** \$77,353 - \$100,554 PA  
**Promotion Potential:** None  
**Opening Date:** 07/05/06  
**Closing Date:** 08/08/06  
**Location of Position:** Library Services and Content Management  
Library Technical Information Services  
Library Technical Services Support, Washington, DC  
**Number of Openings:** One  
**Type of Appointment:** Permanent (Career or Career-Conditional)  
**Work Schedule:** Full-time (Shift 1)  
**Who May Apply:** All U.S. Citizens

## **ABOUT THE GPO:**

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

## **MAJOR DUTIES:**

The incumbent serves as the Library Technical Services Support Librarian performing a variety of professional level duties in support of Library Technical Information Services (LTIS), Information Dissemination (ID), and the Federal Depository Library Program (FDLP). Serves as the team leader of the automation team managing projects while working to ensure the team is meeting priorities, milestones and levels of quality. Leads the automation team in managing the Aleph 500 integrated library system (ILS) and other purchased Ex Libris products. Activities include but are not limited to table management and configuration for the Aleph client; customization of the Web OPAC interface and MetaLib; technical support, and cooperation with systems integrator and vendor in system administration and in implementing software upgrades; and the application of service packs. The incumbent takes the lead in planning for the implementation of enhanced features, improvements in functionality, or additional modules of the ILS. Participates on teams planning projects involving use of or integration with the ILS. Plans for migration of data from GPO mainframe legacy systems to the ILS. Develops and provides training on ILS functionality to GPO staff as well as to depository libraries and the public. Makes presentations as the technical expert on ILS functionality to all levels of management within GPO, and to depository libraries and the public at meetings and conferences. Performs other related duties as assigned.

## **QUALIFICATIONS NEEDED:**

As a basic requirement, librarians must have professional education in library science or possess equivalent experience and/or education as shown below in **A** or **B**;

**Continued on Next Page**

- A. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree. **OR**
- B. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must show conclusively that the education, training and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services. **AND**

In addition to meeting the basic qualification requirements, applicants must have 2 full years of progressively higher level graduate education or master's in library science or equivalent degree; **AND** possess one year of specialized experience equivalent to the PG-12 grade level. Specialized experience must demonstrate the ability to perform one or more of the functional areas of this line of work, reflecting an understanding of concepts, theories, new development, and co-relationship of information in related fields as well as knowledge of current information on the state-of-the-art. Specialized experience is described as configuring, administering, and customizing a multi-module integrated library system; planning and implementing ILS-related projects; and providing guidance and instruction on integrated library systems to others with varying levels of technological understanding.

**Applicants must submit a copy of their school transcript(s) to be considered.**

All qualification must be met by the closing date of this announcement.

#### **HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

#### **Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Professional knowledge of the theories, principles and techniques of library and information science to accomplish the organization, storage, and retrieval of data and information using technology.
2. Skill in configuring, administering, and customizing a multi-module ILS, particularly Ex Libris' Aleph 500 including the Web OPAC interface and the MetaLib federated searching product.  
**(\*Quality Ranking Factor)**
3. Skill in oral communications to make effective presentations to all levels of management, to depository libraries and to the public, and to communicate with automation vendors and with staff at varying levels of technological understanding.
4. Skill in written communications to write project plans, presentations, reports and engage in email communications.
5. Skill in planning and project management to develop and implement enhanced features, improvements in functionality, or additional modules of the ILS as well as new products and services.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**

**\*Note:** Quality ranking factors are competencies that are expected to enhance performance in a position. Applicants demonstrating a high degree of proficiency in this factor will receive a higher score in rating and ranking procedures.

### **HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

### **STEP 3:**

**Current and Former Federal Employees (including GPO employees):** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106. Time in grade requirements must be met by the closing date of this announcement under merit promotion procedures.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. Veterans who are 1) preference eligibles or 2) who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service or 3) meet other eligibility requirements under veteran appointing authorities may apply to this announcement. For more specific information about your veteran’s preference and eligibility, please visit <http://www.opm.gov/veterans/>.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

**Send Your Complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information Please Contact:**

Valerie J. Tripp  
Human Capital Operations  
Phone: (202) 512-1178  
TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO will not pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

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